

Wadleigh Memorial Library

49 Nashua Street Milford, NH 03055-3753
Website: www.wadleigh.lib.nh.us

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~ 2004 TRUSTEES REPORT ~

Our Library enjoyed another exciting and busy year in 2004.

Library Systems and Building

The GMILCS software upgrade implemented and mostly debugged in 2003 was further fine-tuned in 2004. Upgrading some hardware finally made the system perform well. New 'Library Insight' software was introduced and patrons are now able to do many new things online, including checking meeting room availability, updating reading records for the ever popular Summer Reading programs, and reserving museum passes.

The front door, problematic for years, was finally restored. While many patrons don't use the front door, a stylized picture of the door is an often-used symbol for our Library and we are pleased that it now looks wonderful. We were able to re-carpet badly worn areas of the main floor. In addition to new carpet in the Childrens' Room, we also saw a redecoration of the room with new and fantastic colors very suitable to the room's patrons. An ongoing outside building maintenance program was begun and a new fire alarm panel was installed. The aging heating and cooling systems and the flat roof continued to present interesting problems, all of which have been corrected as well as possible; the Trustees are reluctant to invest funds to correct these problems at this time as we continue to look toward an expansion in several years. Replacement heating and cooling will be required at that time and a permanent fix to the roof should be possible within the scope of that project.

Programs and Services

As in past years, we saw an increase in the number of patrons using Library services and computers. Circulation was up about 5% from the prior year, continuing the healthy increase we've experienced in the last few years. The summer reading program enjoyed another successful partnership with the Milford schools and saw the participation of over 500 children and adult summer reading program was popular as well. The Acoustic Café is now in its sixth season and continues to attract many patrons and persons from surrounding communities with each show.

A user survey was mailed to all town residents in 2004. The response was quite good and the feedback invaluable in planning to meet the needs of the town in coming years. While many responders expressed satisfaction with Library facilities and services, a significant number expressed their desire for more Library hours and the need for additional resources and associated space. Accordingly, the Trustees have approved a warrant article to allow for an increase in expenditure to cover four additional hours of service each week, which will go before the town voters in March.

Property

The 39 Nashua Street building continues to house the Milford Mediation Program, Welfare, and Host Homes. The two apartment building at 91 Nashua Street has been rented all year so that we continue to enjoy a very good return on investment due to the rental income from the apartment units. We set that income aside for future Library expansion, as in past years.

People

We congratulated Art Bryan upon his completion of twenty years as Library Director. Debra Spratt was promoted to Assistant Library Director from Head of Reference and Adult Services. Joel Trafford joined us as Custodian, Library pages Janice Matthews, Jennifer Lamy, and Brendan Hamberger replaced departing pages Jared Davison, Jared Bieschke, and Nate Fredrickson, and part-time Reference Librarian Beth Pollock joined the staff late in the year.

Conclusion

We will spend the coming year focusing on plans for building expansion. This is your Library - we welcome any and all participants in the planning process so that we can continue to offer residents of Milford access to one of the best Libraries in the state.

Respectfully submitted,

Sandra Hardy, Chair

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~ Director's Report 2004~

2004 was an eventful year at the Wadleigh Memorial Library. Circulation increased by more than 5% and the number of people physically coming into the library increased by more than 11%. Use of online resources provided through the library's website increased dramatically.

Eighteen years after the "new addition" was opened the building is crowded and was showing signs of heavy use. The Children's Room got new carpet and a vivid new multicolor coat of paint. The Reference, Circulation, and office areas also received new carpet and there is a plan to gradually repaint much of the interior of the building. Scraping and painting of the exterior trim also started on the front of the building. The old front door was repaired and refinished and the safety crash bar was replaced. A large panel of the Palladian window that had fogged up was replaced. The Master Fire Alarm control panel was replaced. The library was also able to replace the circuit breaker panel serving the main floor of the building. The ongoing saga of leaking roofs and failing parts of the heating and air conditioning systems continues.

The library tried a bold and, thus far, very successful experiment with the 'Library Insight' suite of computer software that provides an online calendar of events; room scheduling; museum pass booking, and the organization and tracking for all levels of reading programs. The Summer Reading Program was the guinea pig trial for this approach and after a few initial bumps it worked quite well. Along with presenting many other programs, the library had another successful season of the Acoustic Café, drawing from 70 to 90 people to each show. After a very rocky and difficult first year using the Dynix Horizon library software as part of the GMILCS, Inc. consortium, things smoothed out and worked very well, largely thanks to Eric Graham, the GMILCS, Inc. Technology Librarian who fixed most of the problems and prevented many others from occurring.

The library started offering "24/7" Reference service during 2004 as part of a consortium effort through GMILCS, Inc. in affiliation with a nationwide group of libraries. This enables our patrons to directly contact a Reference librarian via the web at any hour of the day or night, every day of the year. We in turn help to provide answers and information to patrons of other participating libraries by helping to staff the 24/7 service one hour per week.

During the summer of 2004, the Library Trustees mailed user surveys to every household and business in town, trying to assess current services and the need for similar or different services in the future. Results were overwhelmingly positive and gave clear indications that the community liked the service it was getting, but wanted more hours of service and some expansion of the types of services offered. In response the Library Trustees are supporting a warrant article for the 2005 Town Meeting to restore four of the eight hours of public service that were cut as a result of the default budget in 2002.

Staff changes saw Debra Spratt promoted to Assistant Library Director from Head of Reference and Adult Services. Joel Trafford succeeded Mark Davis as the Library's Custodian. Library Pages Jared Davison, Jared Bieschke and Nate Fredrickson departed and were replaced by Janice Matthews, Jennifer Lamy and Brendan Hamberger. Beth Pollock joined the staff as a part-time Reference Librarian in December. Art Bryan completed twenty years as Library Director.

Respectfully submitted,

Arthur L. Bryan

Director Wadleigh Memorial Library

Wadleigh Memorial Library 2004 Circulation Statistics

Books-Adult	53,240	Interlibrary Loan	
Books-Young Adult	4,738	Borrowed	1,351
Books-Juvenile	63,374	Loaned	2,596
Periodicals	4,713		
Audio Books	10,481	Total Interlibrary loan	3,947
Juvenile Cassettes	1,164		
Kits	1,596	Registered patrons	5,098
Videos	30,229		
Compact Discs	3,921	Patron visits to library	157,652
Other	37		
Museum Passes	183		
Total Circulation	173,676		

Programming	Events	Participants	
Adult	113		1,398
Young Adult	32		315
Juvenile	244		8,009
Total attendance			9,722

Wadleigh Memorial Library Holdings December 31, 2004

Adult Books	42,306
Juvenile Books	23,142
Reference Books	3,757
Total Books	69,205

Magazines & Newspapers Subscriptions	199
Back issues	10,145

Audio Visual Holdings 12/31/2004

Music CDs	1,608	Microforms	Titles	Volumes	Units
Audio Books	1,817	Microfilm	15	204	908
Video Cassettes	2,370	Microfiche	3	115	5,234
DVDs	464	Total	18	319	6,142
Kits	261				
Juvenile Cassettes	221				

Wadleigh Memorial Library
Treasurer's Report
2004

Library Revenue:

Town Appropriation \$ 564,588.00

Generated Income

Non Resident Cards \$ 2,797.30

Book Sale 1,046.00

Contributions & Gifts 128.00

Interest on Checking A/C 16.03

Keyes Fund Gift 600.00

Rental Income 5,244.00

Miscellaneous 1,912.63

11,743.96

Contribution from Trust Fund Income 5,544.35

Total Available \$ 581,876.31

Library Expenses

Personnel Costs \$ 379,582.15

Professional and Technical Services 25,987.62

Property Services 48,766.82

Other Services 6,453.64

Supplies 104,763.12

Capital Outlay 16,322.96 581,876.31

Ending Balance as of 12/31/03 \$ 0.00

Balance of 2004 Trust Fund Income Held by Trustees on 12/31/04 \$ 14,455.65

UNAUDITED

Other Library Funds - 2004
Special Fund

Balance 1/1/2004	\$ 22,391.85
Receipts	13,311.73
Interest	48.65
Disbursements	<u>15,805.26</u>
Balance 12/31/2004	<u><u>\$ 19,946.97</u></u>

Tarbell Fund

Balance 1/1/ 2004	\$ 1,975.49
Receipts	300.00
Interest	4.72
Disbursements	<u>193.00</u>
Balance 12/31/2004	<u><u>\$ 2,087.21</u></u>
	1,975.49

Copy Fund

Balance 1/1/2004	\$ 3,844.39
Receipts	3,816.25
Interest	11.92
Disbursements	<u>2,078.36</u>
Balance 12/31/2004	<u><u>\$ 5,594.20</u></u>
	\$ 3,844.39

Trustee's Account

Checking Acct Balance 1/1 04	\$ 38,915.95
Receipts	44,109.40
Interest	<u>102.86</u>
	\$ 83,128.21

Transfer to NHPDIP	\$ 30,500.00
Disbursements	<u>21,250.29</u>
	\$ 51,750.29

Balance 12/31/04	<u><u>\$ 31,377.92</u></u>
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NHPDIP Balance 1/1/04	\$ 29,353.85
Transfer from checking	30,500.00
Interest	<u>350.46</u>
	<u><u>\$ 60,204.31</u></u>

NHPDIP Balance 12/31/04

Total Trustee Account (UNAUDITED)	\$ 91,582.23
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